

# INDIAN AFFAIRS MANUAL

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**1.1 Purpose.** This chapter defines the policy and responsibilities which govern the management of organizational structures within Indian Affairs.

**1.2 Authority.** Title 5 U.S.C., Government Organization and Employees.

**1.3 Guidance.** Departmental Manual (DM):

- A. Part 101, Organization Management;**
- B. Part 109, Chapter 8, Assistant Secretary - Indian Affairs;**
- C. Part 110:**
  - (1) Chapter 9, Office of Self-Governance;
  - (2) Chapter 10, Office of Audit and Evaluation; and
  - (3) Chapter 11, Office of American Indian Trust; and
- D. Part 130, Bureau of Indian Affairs.**

**1.4 Policy.** In compliance with the Administrative Procedure Act (Title 5 U.S.C. §552), and with Executive Order 12861, "Elimination of One-Half of Executive Branch Internal Regulations," functional statements and organization charts for all headquarters operations and the location of Area and Agency offices are published in 130 DM. This information will not be duplicated in the Indian Affairs Manual.

**1.5 Definitions.**

**A. Center.** Refers to a large headquarters organization, located outside of Washington, DC, which provides specialized services bureau-wide.

**B. Field Offices.** Used collectively, this term includes first-level and second-level field offices.

- (1) First-Level Field Offices.

(a) A regional office or office of equivalent status, such as an Area Office or an Education Line Office within the Bureau of Indian Affairs, that has responsibility for program and/or administrative activities within a geographically defined area. Area Offices and Education Line Offices report to headquarters and provide services and supervision for other field offices; or

(b) A non-regionalized field office which provides specialized services nationwide, such as administration or engineering; is not limited to a specific geographic area and reports to a headquarters organization. The Facilities Management and Construction Center and Haskell Indian Nations University are examples of non-regionalized field offices.

- (2) Second-Level Field Offices. The levels of field operations below the first-level

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field offices. These offices are identified by a number of names including: agency, sub-agency, field station, project, and school. Second-level field offices report to first-level field offices or to other second-level field offices.

**C. Headquarters Offices** are Central Office organizations or organizational units in the Office of the Assistant Secretary - Indian Affairs which are headed by a member of the Senior Executive Service and which have specialized duties.

**D. Headquarters Staffs** are groups of persons in Central Office with specialized duties reporting directly to a line manager.

**E. Line Authority** is the oversight and guidance of the operation of an activity, including planning, directing, and being held accountable for the achievement of goals and objectives. Line managers have direct operational responsibility for accomplishing assigned missions and ensuring that activities under their authority are being performed in accordance with established laws, regulations, and policies.

**F. Organizational Change** is the establishment, abolishment, relocation, closure, or major modification in scope or responsibilities of any organizational unit.

**G. Staff Authority** is the provision of advice or services to line officers with regard to laws, regulations, policies, and related information. Staff management may include functional oversight or technical supervision by Central Office staff over counterpart staff in field organizations or by Area staff over counterpart staff in agency organizations for the purposes of coordination, uniform application of rules and regulations, economy, effectiveness of operation, or better use of specialized skills.

**H. Subordinate Organizational Levels Below an Office** in descending order are: division, branch, section and unit.

**I. Team** may be used in place of any of the subordinate organization levels if:

- (1) it is the lowest component of the organization; and
- (2) the team leader exercises no supervisory authority.

**1.6 Distinctions within Organizational Titles.** An organization's title will not be duplicated within that organization. For example, "offices" are comprised of "divisions" or "centers," rather than other "offices"; "divisions" are composed of "branches" or "teams," not other "divisions."

### 1.7 Responsibilities.

**A. All Directors** are to:

(1) Review the structures of the organization(s) which they head on a periodic basis to ensure that programs and functions are operated in an efficient and economical manner that provides quality services to Indian tribes and other customers within the financial resources available;

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(2) Ensure that organizational structures contain appropriate spans of control; provide effective communication channels; avoid excessive layering of positions; maintain accountability for operations; and provide for segregation of duties necessary to maintain appropriate management controls;

(3) Ensure that up-to-date organization charts which identify the title, grade, series and position number for all approved positions are maintained for all subordinate organizations;

(4) Comply with the terms of negotiated labor agreements and the policies of the appropriate Partnership Council when reviewing or proposing organizational changes; and

(5) Adhere to all personnel management policies regarding classification and establishment of key positions.

**B. All Managers** are to:

(1) Ensure that the servicing personnel staff has a copy of current organization charts;

(2) Prepare documentation, as identified in 101 DM 3, for any proposed organizational change which requires approval by officials external to Indian Affairs;

(3) Using items 1-6 of 101 DM 3, Appendix 1 as a guide, prepare documentation for organizational changes to be approved within Indian Affairs;

(4) Provide the servicing personnel staff with new or revised position descriptions to reflect approved organizational changes; and

(5) Notify the servicing personnel staff of positions that have been abolished so that those positions may be removed from the Department's consolidated personnel system.

**1.8 Approving Organizational Changes.** The following officials are authorized to approve organizational changes:

**A. Secretary/Deputy Secretary:** Establishment, elimination, consolidation, or relocation of any area office, agency office, sub-agency office, or field station.

**B. Assistant Secretary - Policy, Management and Budget:** Redescription, establishment, elimination, consolidation, or relocation of division level and higher organizations in headquarters.

**C. Assistant Secretary - Indian Affairs:** Establishment, elimination, consolidation, or relocation of any line office within the Office of Indian Education Programs;

**D. Commissioner or Deputy Commissioner:** Any organizational change in the directly reporting staff offices not otherwise limited by the preceding subsections.

**E. Central Office Directors:** Organizational changes below the division level.

**F. Area Directors:** Organizational changes not otherwise limited by the preceding subsections.

**1.9 Notification to the Committees on Appropriations** is required prior to implementing organizational changes approved by an Assistant Secretary or by the Secretary. The notification is to be coordinated through the Division of Budget and submitted to the Committees by the Assistant Secretary - Policy, Management and Budget.